

Anyone with Service Provider permissions or above can unlock a run

Options for Unlocking a Run

- 1) Unlock it from the Incident List
- 2) Open the run and unlock it from the Menu

When do run records lock?

- As soon as 12 hours after you start the run, or
- When you click “Finish” whichever comes first.

Runs records will *not* lock while you are working on them in Elite Field – they will only lock after being posted.

>>>Remember: Anyone with Service Provider permissions or above can lock or unlock a run<<<

Anyone with Service Provider permissions or above can unlock a run

Unlocking a Run from the Incident List

(see Screenshots)

- Highlight or select the line for the incident(s) you want to unlock by clicking on the line.
 - That will automatically “select” it by turning it blue.
 - To unselect the line, just click it again.
- After highlighting or selecting the lines for the incidents you want to unlock, click “Bulk Actions”
- A menu will drop down where you can then click “Unlock”.
 - Your run(s) are now unlocked and you can continue to edit the run record.

Note: Changing the filters or searching will deselect everything currently selected. (1/300 selected)

View: ★ Basic Incident List ▾ [Edit](#) | [View All](#)

Highlighting the Incident Line

Refresh: Every 5 Minutes ▾

Created On Date/Time:

Between ▾ mm/dd/yyyy to mm/dd/yyyy ✕

Unit Notified by Dispatch Date/Time:

Between ▾ mm/dd/yyyy to 05/05/2020 ✕

Go

Reset Filters

+ New

Bulk Actions ▾

Select All Records (300)

Results Per Page 100 ▾

1 - 100 of 300 < >

Order By: Created On Date/Time ▾ Newest First ▾

Created On Date/Time
4/16/2020 14:44:49

Locked
🔒

Status
Initial Report - In Progress

Validity
88

Incident Number
1855-20200416-386

Type of Service Requested
Medical Transport (Multi-Pt Alternate Transport Vehicle)

Incident City
Dover

Patient Disposition
COVID: (Multi-Pt Transfer) Tx in Alt Transport Vehicle

Destination Name
Nothing Entered

Created By
CHIP COOPER-State



Click anywhere in the incident list view box and it will highlight the box blue as below



Created On Date/Time
4/13/2020 11:38:52

Locked
🔒

Status
Initial Report - In Progress

Validity
-507

Incident Number
1855-20200413-380

Type of Service Requested
Emergency Response (911 Primary Coverage Area)

Incident City
Nothing Entered

Patient Disposition
(BLS Care) Pt Eval & Tx in THIS EMS Unit

Destination Name
Nothing Entered

Created By
Joseph Cartier-STATE

The box turns blue after clicking anywhere within this box



EMS Incident List

Note: Changing the filters or searching will deselect everything currently selected. (2/300 selected)

View: ★ Basic Incident List [Edit](#) | [View All](#)

Created On Date/Time:

Between to

Unit Notified by Dispatch Date/Time:

Between to

Incident N

Starts W

+ New

Bulk Actions

Select All Records (300)

Order By: Creat

Lock

Unlock

Update Status

Create Print Report

Execute Validation

Export

Created On Date
4/16/2020 14:44

Destination Name
Nothing Entered

Created On Date
4/13/2020 11:38

Destination Name
Nothing Entered

Validity
88

Incident Number
1855-20200416-386

Type of Service Requested
Medical Transport (Multi-Pt Alternate Transport Vehicle)

Validity
-507

Incident Number
1855-20200413-380

Type of Service Requested
Emergency Response (911 Primary Coverage Area)

Created On Date/Time
4/13/2020 10:24:43

Locked

Status
Initial Report - In Progress

Validity
89

Incident Number
1855-20200413-379

Type of Service Requested
Emergency Response (911 Primary Coverage Area)

Destination Name
DOVER EMERGENCY ROOM (NH)

Created By
Joseph Cartier-STATE

#1 After highlighting the incident line below, click the "Bulk Actions" button

#2 Then click "Unlock" to unlock all of the incidents you selected

Anyone with Service Provider permissions or above can unlock a run

Open the run and unlock it from the Menu

(see Screenshots)

- Open the run record the way you normally would
- Click the “Menu” icon  in the center at the bottom
- One the menu opens, click the “Unlock” option
- Then click the “X” in the upper right hand corner of the menu popup to close it.
- Your run(s) are now unlocked and you can continue to edit the run record.

Dispatch Info

- Dispatch Information
- Incident Address
- Incident Numbers
- Set Dispatch / Scene Locations

Response Resources

Scene / Situation

Patient Info

History

Assessment

Vitals and Treatment

Transport

Narrative

Signatures

This Incident is locked. You may still change the status of this Incident, as well as add Attachments and Addendums.

Dispatch Information

Type of Call: Medical Transport (Multi-Pt Alternate Transport Vehicle)

Dispatch Reason: Interfacility Transfer/Medical Transport (33)

Dispatch/EMD Determinant:

*Unit Dispatched Time: 04/16/2020 16:15:16

Dispatch Delay(s): None/No Delay

*All new validation rules are based on dispatch time to prevent them from applying retroactively. It is recommended you enter any time here for today's date, even if it is wrong, and then you can correct it later once you have the official times.

PREFILLED VALUES: The buttons below will prefill relevant values in your run form based on the specific situation. This will save time for you and increase consistency for these types of

After opening the record, click the "Menu" icon at the bottom

- Multi-Patient Alternate Vehicle Transport
- Public Assist, No EMS Needed
- ...

Find field...

Locked



Menu



Dispatch Info

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Incident Numbers

Set Dispatch / Scene Locations

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Scene / Situation

Patient Info

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Assessment

Vitals and Treatment

Transport

! Narrative

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This Incident is Locked

Dispatch Information

Type of Call

Dispatch

Dispatch

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Attachments

Addendums

Messages

Incident Audit Report

Associate Fire Incident

Unlock



Move to Different Agency

Finish Incident

Delete

Incident, as well as add Attachments and Addendums.

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Click "Unlock" to unlock the run

16:15:16

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here for today's date, even if it is wrong,
official times.

relevant values in your run form based on
increase consistency for these types of

and Release Protocol

ernate Vehicle Transport

t, No EMS Needed



No Patient Name Entered
Incident Number 1855-20200416-386

88
Validation



Status: Initial Report - In Progress

Find field...

Save

Print

PDF

Menu



Dispatch Info

Dispatch Information

Incident Address

Incident Numbers

Set Dispatch / Scene Locations

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Scene / Situation

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Addendums

Messages

Incident Audit Report

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Lock

Move to Different Agency

Finish Incident

Delete

Click the "x" to close the menu



Times



Mileage



Timeline



Situations



JotPad



Worksheets



AdultCode



C19 No Tx



PediCode



Vital



Assessment



Meds



All